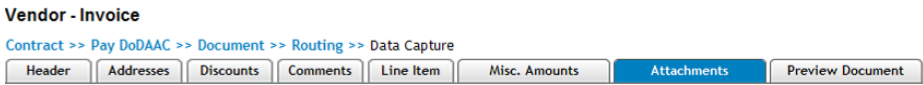


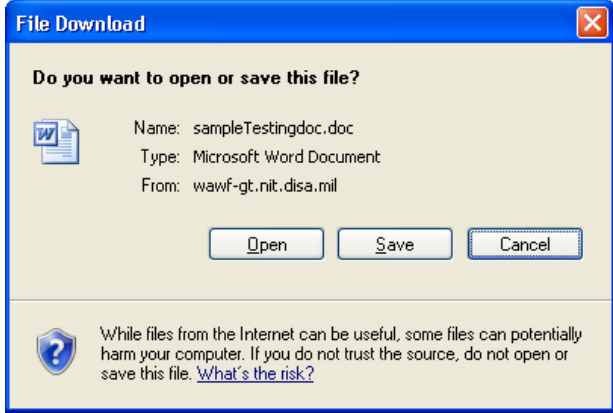


# Extracting an Attachment

**Overview** There are two different occasions when a Vendor can extract an attachment. The first method occurs during the document creation. On the attachment screen as vendor can view their uploaded attachments by selecting the **View Attachment** link. Also a Vendor can view an attachment from a document opened in the history folder by scrolling down to the Misc. Information section and selecting the **View Attachment** link.

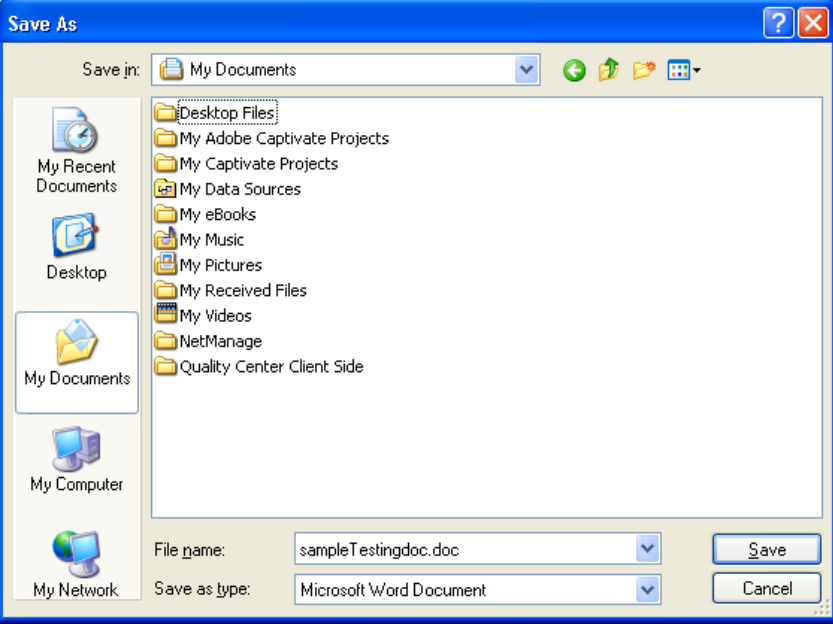
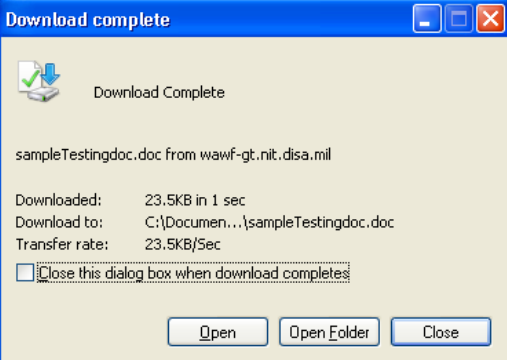
**Procedure** Follow the steps below to extract an attachment.  
(Note: This demo starts from the data capture screen of creating a document.)

Step	Action
1	Select the <b>Attachment</b> tab.  <p>Vendor - Invoice Contract &gt;&gt; Pay DoDAAC &gt;&gt; Document &gt;&gt; Routing &gt;&gt; Data Capture Header Addresses Discounts Comments Line Item Misc. Amounts <b>Attachments</b> Preview Document</p>
2	Click the <b>View Attachment</b> link.  <p>WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system. Attachment Browse Upload Attachments Name Actions Sample_Attachment.doc View Attachment Delete Attachment</p>
3	After selecting a document from the search results screen, scroll down to the <i>Misc Information</i> section and select the <b>View Attachment</b> link.  <p>(-) Misc Information Initiator Name: Megan Nichols Date of Action / IRD: 2010/10/13 07:04:14 / 2010/10/13 07:04:14 Phone #: 999999999 DSN Email: mech_navsisa_wawf_test@navy.mil Title: Vendor Action(s): [Submitted, Web, Stand Alone] Org Email: hq-wawf@dfas.mil Attachments: 5252_110625474435_669919435_2420310_341774_n.jpg View Attachment Comments: TEST</p>
4	Choose to <b>Save</b> or <b>Open</b> the file.  <p>File Download Do you want to open or save this file? Name: sampleTestingdoc.doc Type: Microsoft Word Document From: wawf-gt.nit.disa.mil Open Save Cancel While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <a href="#">What's the risk?</a></p> <p>Choosing to <b>Open</b> the document will bring up a new window displaying the attachment Choosing to <b>Save</b> the document will open the 'save as' window.</p>

Continued on next page

# Extracting an Attachment

**Procedure** The steps below are continued from the previous page.  
(continued)

Step	Action
5	<p>Choose the location to save the document and click the <b>Save</b> button.</p> 
6	<p>Once the Download Complete screen appears you can choose to open the document from your desktop now or later.</p> 
7	<p>View the document, then return to WAWF to complete the acceptance/rejection.</p> 